



Satisfactory Academic Progress (SAP) Appeal

Name:	Date:
Address:	Student ID:
City, State ZIP:	Telephone:

Appeal is for (check semester): Fall Spring Sum 1 Sum 2 Year: _____

Please be prepared to pay for your tuition, fees, books, and supplies since your appeal may not be reviewed prior to the payment deadline. Appeals submitted during a registration period are not guaranteed immediate review. If your appeal is approved, you will be placed on financial aid probation with conditions that you must fulfill. You will be notified in writing, at the address on your appeal, of the result of your appeal. Calling to inquire about the result will not speed up the process.

Appeal Instructions

Please complete this worksheet by answering all questions and providing **ALL** appropriate documentation to support your appeal. Incomplete appeals will result in a denied appeal process.

Appeal Documentation Required

- Please select the reason as to why you are appealing the loss of Financial Aid. Provide appropriate documentation listed on the right-hand side.

Valid Mitigating Circumstance per Federal Guidelines		Examples Of Acceptable Documentation
<input type="checkbox"/>	Personal or Family injury, Illness or Hospitalization	Medical Documents; signed statement from physician; accident report; or police report. Personal statement
<input type="checkbox"/>	Death of an immediate family member	Copy of official death cert; obituary; or announcement
<input type="checkbox"/>	Divorce or Separation	Copies of official legal documents; or signed statement from an involved third-party such as a priest, rabbi, minister, lawyer, etc.
<input type="checkbox"/>	Other Special Circumstance:	Third-Party documentation related to the circumstance.
<input type="checkbox"/>	Excessive Hours (more than 150% of degree plan attempted)	Third-Party documentation related to the circumstance.

- Meet with your academic advisor and attach your signed degree audit. Indicate Major and Academic Advisor.

Major:	Academic Advisor:
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- Complete the Appeal Essay Questions on page 2 of this Appeal Form.



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Road Runner Central in Student Center
3500 S. First Street
Lufkin, Texas 75901
P: (936)-633-5470 F: (936)-633-5247
E: fareceptionist@angelina.edu

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Appeal Essay Questions (REQUIRED): Please attach separate sheet if additional space is needed.

Essay #1: Explain in detail what prevented you from maintaining academic progress and what caused you to go on financial aid suspension.

Essay #2: Explain in detail what has changed in your circumstances and steps you have taken to improve your grade point average and/or completion rate.

I understand that decisions on appeals are processed on a case-by-case basis. If approved, I will be expected to make academic progress in the semester for which my appeal was approved. I understand that completion of this appeal request does not constitute approval. I will be notified of the decision at the mailing address listed on my appeal.

Signature	Date
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